



# Governor's Workforce Board

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**To:** Workforce Development Partners

**From:** Alyssa Alvarado, Executive Director – Governor's Workforce Board  
Matthew Weldon, Director – Department of Labor and Training

**Date:** September 15, 2021

**Subject:** State, Local, and Partner Responsibilities Re: Stevens Amendment Disclosures

## What is the Stevens Amendment?

The Stevens Amendment is an appropriations provision that requires grantees of the Departments of Labor (DOL), Health and Human Services (HHS), and Education to disclose for a grant program the percent of the costs financed with federal funds, the federal dollar amount, and the percentage and dollar amount financed by nongovernmental funds. Additionally, a different two-part formulation of the Stevens Amendment is included in the Department of Agriculture's (USDA's) general permanent statutory authority at 7 USC 2209d.

## What does the Stevens Amendment require?

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds shall clearly state:

1. the percentage of the total costs of the program or project which will be financed with federal money;
2. the dollar amount of federal funds for the project or program; and
3. percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

## What form should the acknowledgement statement take?

### The general structure should take this form:

This [project/publication/program/website, etc.] [is/was] supported by the [federal sub-agency] of the [federal agency] as part of an award totaling \$ [insert total amount here] with XX percentage financed from non-governmental sources.

### Example:

This Wagner-Peyser Program bid solicitation is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling \$361,633 with 0% financed from non-governmental sources.

### Alternatively (assuming no non-governmental funding):

This Wagner-Peyser Program bid solicitation is fully supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling \$361,633.

**If a project or program has multiple funding sources, it is not necessary to list each award separately.**

For example (assuming no non-governmental funding):

This One-Stop bid solicitation is fully supported by the U.S. Departments of Labor, Health and Human Services, and Agriculture as part of awards totaling [applicable total award amounts].

### **What if a solicitation spans multiple years?**

Should a solicitation span multiple years, only the funding currently in effect needs to be included in the acknowledgment statement.

### **What does the State Workforce Board require?**

As a best practice, the GWB is requiring that the acknowledgment statement be made for all DOL, HHS, DOE and USDA-funded federal projects or programs. Effective upon issuance of this guidance; this requirement will be included in all project-related contracts and related grant agreements.

### **What amount should be used in the acknowledgment statement?**

The amount is the total cost of the program or project that is financed by federal funds. This will usually be the award amount. Note that the amount is not the cost or projected cost of the item to which the acknowledgment statement is attached [for example: If a solicitation is issued for one activity that is part of a larger federally-financed project; the entire amount of the federal awarded should be referenced, not the amount/cost of the specific activity].

### **Will state monitoring of this requirement be programmatic, fiscal or both?**

Both.

### **Are press releases subject to the Stevens Amendment?**

Any press releases that describe projects or programs funded in whole or in part with federal money are subject to the requirement.

### **Does the acknowledgment statement need to be on a local Board's website?**

Yes, since the website describes projects or programs funded in whole or in part with federal money.

### **What is considered "describing projects or programs"?**

Any communication made in furtherance of accomplishing the goals of a federal project or program for which the board has an award.

### **What is included in other documents?**

Any communication including, but not limited to, public statements, social media, toolkits, resource guides, websites and visual presentations. An email that does not constitute one of the included subjects (e.g., a bid solicitation) does not require an acknowledgment statement.

**Would a simple tag line like this suffice as an acknowledgment statement? “Program XXX is fully funded by federal funds provided through the Governor’s Workforce Board.”**

No. The Stevens Amendment requires a dollar amount of federal funds for the project or program.

**We use social media to announce services, training programs, hiring events, etc. Is an acknowledgment statement required for social media? If so, does it need to be in the body of the item or can it be in a tag line?**

Yes, an acknowledgment statement is required for social media, but can be done so by offering a link to the press release, website, etc. that has the Stevens Amendment posted. There is no requirement for the statement to be in a specific *part* of the communication, only that it clearly state the required information.

**Some social media, like Twitter, has a very limited number of characters. How can the acknowledgment statement be accommodated?**

For those cases in which it is not practical to put the acknowledgment statement in the communication itself, a hyperlink to the statement is allowed.

**On a bid solicitation, the cost is not known up front. What amount should be used in the acknowledgment statement?**

As mentioned previously the amount in the acknowledgment statement is not the amount for the specific item that is the subject of the communication (such as a bid solicitation in this example). The amount to be used is for the entire project or program, which will typically be the federal award amount.

**Is an acknowledgment statement required on communications related to indirect funding, such as an RFP for payroll processing or janitorial work?**

No. An acknowledgment statement is only required for activities that further the goals of a federal project or program. Indirect activities, though important to our overall work and ultimately funded by federal awards through the application of an indirect cost rate, do not directly further the goals of a federal project or program.

## **Examples of Stevens Amendment Statements/Acknowledgments:**

### **Requests for Proposals / Bid Solicitations**

“FUNDING AUTHORITY

A. Stevens Amendment: This solicitation is supported by the U.S. Department of Labor as part of an award totaling \$5,288,283.60 with \$0 (0%) state, local and/or non-governmental funds.

### **Contracts / Award Agreements**

“Stevens Amendment Notice: This contract is supported by the U.S. Department of Labor as part of an award totaling \$5,288,283.60 with \$0 (0%) state, local and/or non-governmental funds.”

### **Statements, Press Releases, Flyers, and related Documents [Bottom Tagline]**

“The ‘Pathways to Success’ program is supported by the U.S. Department of Labor as part of an award totaling \$4,554,670.52 with \$0 (0%) state, local and/or non-governmental funds.

OR

“For program funding details in compliance with the Stevens Amendment, please visit <https://dlt.ri.gov/wds/program-funding/>”

### **Webpages [Bottom Tagline]**

“The Senior Community Service Employment is supported by the U.S. Department of Labor as part of an award totaling \$432,302 with \$43,203 (10%) in state, local and/or non-governmental funds.”

OR

“For program funding details in compliance with the Stevens Amendment, please visit <https://dlt.ri.gov/wds/program-funding/>”

### **Social Media**

“Job seekers! The Pathways to Success program offers free job training, financial support, and career counseling! For more information visit [www.PathwaystoSuccess.ri.gov](http://www.PathwaystoSuccess.ri.gov). The ‘Pathways to Success’ program is supported by the U.S. Department of Labor as part of an award totaling \$4,554,670.52 with \$0 (0%) state, local and/or non-governmental funds.

OR

“Job seekers! The Pathways to Success program offers free job training, financial support, and career counseling! For more information visit [www.PathwaystoSuccess.ri.gov](http://www.PathwaystoSuccess.ri.gov). For program funding details, please visit <https://dlt.ri.gov/wds/program-funding/>”